

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**POLICE AGENT**

**DEFINITION:**

Under general supervision, to perform the more difficult, sensitive, and specialized law enforcement, patrol and crime prevention functions; to act in a lead capacity; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Responds to serious and complex field problems such as community disturbances, and potential riot situations;
- Conducts investigations of major crimes;
- Provides training and functional supervision to Community Service Officers;
- Assists in providing field training for junior officers and advises a supervisor on performance;
- Interviews suspects, witnesses, and victims of crimes;
- Gathers and preserves evidence;
- Prepares cases for prosecution and testifies in court;
- Maintains liaison with public and private agencies, community groups, and other organizations on police problems;
- Serves as a resource to other officers by providing information and identifying and solving special problems;
- Utilizes data processing information systems to support law enforcement and crime prevention efforts.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Satisfactory completion of 60 semester or 90 quarter college units from a P.O.S.T. approved or accredited college/university, **OR** possession of a California Intermediate P.O.S.T. certificate; **AND** four years of paid experience as a sworn peace officer with a California city police, county sheriff or state highway patrol agency. The last one year of qualifying experience must have been with the San Diego Police Department.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.